

# Constitution

## ARTICLE I - NAME and RECEIVING ADDRESS

The name of this association shall be the California Federation of College Republicans, herein also referred to “CFCR” or “the organization”

The Chair shall select the receiving address of CFCR, which shall be easily accessed by either the Chair, Vice Chair, Executive Director or Treasurer.

## ARTICLE II – PURPOSE

**II.** The purpose of the organization shall be:

- A.** To promote the welfare of College Republicans and throughout the community;
- B.** To advocate for laws that further the Republican Platform;
- C.** To engage the College Leaders and Administrators in united efforts to secure well-being of all College Republicans;
- D.** To promote and foster the relationship of College Republicans National Committee with CFCR’s Chapters;
- E.** To promote and foster the relationship of The California Republican Party with CFCR’s Chapters;
- F.** To serve as a liaison between Republican College Students and Other Republican Organizations.
- G.** To train, empower, and support CFCR’s Chapters

## ARTICLE III – External Affiliations

**III.** The rules and regulations of the California Republican Party and College Republicans' National Committee shall be followed when not inconsistent with the rules and regulations of this Constitution and Bylaws.

## **ARTICLE IV - Chartered Organizations**

**IV.** The Credentials and Recruitment Committee shall be responsible for the chartering of affiliates of the organization herein referred to as "Chapters" or "Clubs"

**A.** The chartering process is outlined in Section 7 of the Bylaws. **B.** Chapter recognition may be revoked by the Executive Committee, Board of Managers, or Convention of Delegates: For commission of acts contrary to the declared purposes, Bylaws, policies, procedures or programs of the California Republican Party, College Republicans National Committee, or California Federation of College Republicans, for failure to comply with the legal filing requirements of federal or state government agencies, or upon request of the Chapter.

1. A passing vote of  $\frac{2}{3}$  from the Executive Committee will be sufficient to revoke a chapter's charter.
2. A passing vote of  $\frac{2}{3}$  from the Board of Managers will be sufficient to revoke a chapter's charter.
3. A passing vote of the majority of Convention of Delegates will be sufficient to revoke a chapter's charter.
4. A chapter may revoke their charter with a majority vote of their governing body.

**C.** The board of managers may overturn any charter revocation by a  $\frac{3}{4}$ th vote, and provide admission for that Chapter's delegates to the

Convention of Delegates.

**D.** There shall only be one recognized CFCR Chapter on each

campus. **ARTICLE V – MEMBERSHIP**

**V.** The organization shall be composed of every individual who is a member of a CFCR chapter in good standing. Chapter members are thus, by virtue of that fact, a member of the organization, and is entitled to all the benefits of such membership.

**A.** Membership in each Chapter shall be made available by such chapter, without regard to race, color, creed or national origin.

**B.** Each local Chapter shall conduct an annual audit of its members to verify requirements but may admit persons to membership at any time.

**C.** A member must:

**1.** Be a registered student of the chapter's college;

**2.** Be a registered Republican;

**a)** If the student's home state does not collect party affiliations, a signed affidavit stating they are a republican shall serve to fulfil this requirement.

**D.** Membership may be revoked by the Executive Committee, Board of Managers, or Convention of Delegates: For commission of acts contrary to the declared purposes, Bylaws, policies, procedures or programs of the California Republican Party, College Republicans National Committee, or California Federation of College Republicans, for failure to comply with the legal filing requirements of federal or state government agencies, or upon request of the Chapter.

**1.** A passing vote of  $\frac{2}{3}$  from the Executive Committee will be sufficient to revoke a membership.

**2.** A passing vote of  $\frac{2}{3}$  from the Board of Managers will be

sufficient to revoke a membership.

3. A passing vote of the majority of the Convention of Delegates will be sufficient to revoke a membership.

## **ARTICLE VI- Meetings and Structure**

**VI.** There shall be one **annual Convention of Delegates** herein referred to as “Convention” or “ the Convention” where the elected positions of the Executive Board will be elected to fill the following term.

**A.** The Executive Committee or Events Committee shall transmit a “call to Convention” including all proposed business to be conducted at the convention sent to all Chapters via email at least thirty (30) days prior to convention.

1. Written notification of emergency business being presented for consideration at the annual convention meeting shall be given to delegates twenty-four (24) hours in advance.

**B.** One-third (1/3) of the delegates registered and eligible to vote at the annual convention and representing a majority of chapters shall constitute a quorum.

**C.** At the annual convention meeting, the delegates shall be

1. Assigned by their chapter’s appointed manager

- a) Each Chapter’s Board of Managers member shall assign their delegates one week after the call to convention.

2. The delegates shall be awarded on the basis outlined in Section 7.3.1 of the organization’s bylaws.

3. Proxies are not allowed.

4. All delegates must be a member of CFCR

**D. The order of business**

1. Call to order

2. Credentials Report

3. Approval of Minutes/Agenda

4. Officer Reports
5. Report of Committees
6. Old Business
7. Nominations and Elections of Officers
8. Installation of Offices
9. New Business
10. Adjournment

#### **E. Executive Board Meetings**

1. Presided over by the Chair of CFCR
2. Shall be the governing body when the Board of Managers is out of session
  - a) All actions taken by the convention of delegates and Board of Managers may not be overturned by the Executive Board.
3. The Chair must announce the Executive Board meeting 24 hours in advance.
4. Must be held a minimum of 12 times a year.
5. All elected and appointed members are allowed to attend
6. Quorum shall be a majority of seated elected officers

#### **F. Executive Session of the Executive Board**

1. Upon the call of the Chair or by majority vote of the members of the executive committee, the Executive Board may go into the Executive session.
  - a) Executive session shall be confidential and all members and guests in attendance shall agree to a non-disclosure agreement.
  - b) Voting members of the executive session shall be all Elected Officers, Communications Director, and the Executive Director
2. Actions taken at any executive session shall constitute action of the organization with ratification of either the Board of Managers or the Convention of Delegates.

#### **G. Board of Managers**

1. The Board of Managers shall be one of the three Governing Bodies.
2. A majority of Managers shall constitute a quorum.
3. The Board of Managers shall meet at least once a year to hear actions taken by the executive committee.
4. The Chair of CFCR may call a Board of Managers' meeting at any time.
  - a) Notice of a meeting of Board of Managers must be given one week prior to the time and date the meeting would take place.
5. The Board of Managers may call a meeting with a majority of manager presenting a signed letter

#### **H. Notice of Meetings**

1. The Chair must give 24 hours notice to all Executive Board meetings.
2. The Chair must give one weeks notice to all Board of Managers meetings

#### **I. Actions without a meeting:**

1. Any action or resolution may be taken or adopted by an instrument in writing signed by  $\frac{3}{4}$  of the Board of Managers.
2. Any action or resolution may be taken or adopted by an instrument in writing signed by  $\frac{3}{4}$  of the Executive Board.

### **ARTICLE VII- Officers**

7. The elected officers of the organization shall be a Chair, Vice Chair, seven (6) regional vice chairs, secretary, and treasurer
  - 7.1. The appointed officers of the Organization shall be:
    - 7.1.1. Executive Director
    - 7.1.2. Events Director
    - 7.1.3. Membership Director
    - 7.1.4. Communications Director
    - 7.1.5. Campus Activism Director
    - 7.1.6. Political Director
    - 7.1.7. Advisor
  - 7.2. No one shall serve in the same *elected* office more than two

consecutive terms, and no person shall serve in more than one office concurrently. A person who has served two consecutive terms as an elected officer shall not be eligible to another elective office until the expiration of at least one term. This provision shall not apply to the offices of Chair and Vice Chair. A person filling any unexpired term is eligible for two terms if they have served one-half or less of a term.

**7.3.** Each officer of the CFCR shall be a member of a local chapter within California.

**7.4.** Each officer of the CFCR shall act in like capacity on the Board of Managers and the Convention of Delegates.

**7.5.** Any vacancy in an appointed or elected position shall be filled by nominations from the floor during an executive meeting.

**7.6.** The terms of elected and non-voting appointed officers shall extend from the adjournment of the annual Convention at which they were elected, or the date of their appointments, to the adjournment of the next annual Convention.

### **Article VIII - Platform**

**VIII.** The Platform of the California Republican Party shall serve as the platform of California Federation of College Republicans. The organization shall not adopt any platform or document that contradicts or in any way changes the expressed policy positions of the California Republican Party Platform.

### **Article IX - Amendments**

**IX.** The Constitution may be amended by a two-thirds (2/3) vote of those properly registered at the Convention of Delegates or by a  $\frac{2}{3}$  vote of the Board of Managers.

A. The Bylaws may be amended by a majority vote of delegate assembly, board of managers.

B. The Bylaws may be amended by a 3/4ths vote of the executive committee.

C. Amendments to the Constitution or Bylaws require two weeks notice to each of the legislative bodies.

## **Article X - Parliamentary Authority**

10. Robert's Rules of Order, Newly Revised (RONR) shall be the parliamentary authority for all procedures and disputes not specifically covered by these Bylaws.

# **Bylaws**

## **ARTICLE 1 Duties of Elected Officers and Appointed Officers**

### **Elected Officers:**

#### **I. Chair**

- A.** The Chair shall preside at all meetings unless otherwise specified; **B.** shall appoint all non-elected positions as outlined in Article IX and, subject to ratification by the Executive Committee;
- C.** Shall appoint all consultants as the chair see fit
- D.** shall act as an ex officio member of all committees; and
- E.** The chair may create and appoint special committees as necessary subject to ratification of the Executive Committee.
  - 1.** The shall chair appoint a committee chair and staff the committees created
- F.** The Chair may call a meeting of the Executive Committee, Board of Managers, or the delegate assembly at any time deemed necessary and must call such meetings upon a written request of a quorum.
- G.** When the Chair in writing or the Executive Committee by a two-thirds affirmative vote of seated voting members declares that the Chair is unable to discharge the powers and duties of that office, such powers and duties and privileges of that office shall be assumed immediately by the Vice Chair as acting Chair. The Chair shall be returned to office upon his written declaration that no inability exists with the Executive Committee concurring by a two-thirds affirmative vote. Should the Executive Committee not concur, at the Chairs's request, the Chair's written



declaration shall be referred to the Board of Managers and a meeting shall be held within 30 days for resolution and may be accepted by a two-thirds vote.

**H.** The Chair may enter into contracts on behalf of the organization, subject to the ratification of the Executive Committee, Board of Managers, or Convention of Delegates.

**I.** The Chair reserves the right to choose a presiding officer in their absence. **J.** The Chair shall be the primary signer on the bank account.

**K.** The Chair with consent of the Executive Committee may appoint other bank signers.

**L.** The Chair shall be the official representative of the Organization **M.** The Chair shall be the Chief Executive Officer of the California Federation of College Republicans

## **II. Vice Chair**

**A.** Shall assume the Office of Chair in the event of a vacancy of that office. **B.** Chair shall assist the Chair in their executive duties,

**C.** shall oversee the following committees and report the progress of each committee to the Board of Managers, and Convention of Delegates. **D.** The Vice chair shall be a signer

**E.** The Vice Chair shall be an ex-officio member of the aforementioned committees

- 1.** Events Committee
- 2.** Communications Committee
- 3.** Credentials and Recruitment Committee
- 4.** Activism Committee

## **III. Secretary**

**A.** Shall take minutes in all meetings except for committee meetings **B.**

Shall prepare the annual state report required by the College Republicans National Committee in conjunction with the membership director

**C.** Shall prepare the annual report required by the California Republican Party in conjunction with the membership director

**D.** Shall preside over the Governing Document Review Committee and present recommendations to the Board of Manager in odd numbers years.

**E.** Shall maintain all CFCR's documents

**F.** Shall maintain a record of passwords

## **IV. Treasurer**

**A.** The Treasurer shall be the Chief Financial Officer of California Federation of College Republicans.

- B.** The Treasurer shall be responsible for the funds and securities of California Federation of College Republicans
  - C.** The Treasurer shall keep a full and accurate account of receipts and disbursements in the books belonging to California Federation of College Republicans.
  - D.** The treasurer shall render a written statement to each meeting of the executive committee, Board of Managers, and Convention of Delegates.
  - E.** The treasurer shall present Annual Financial Report of the financial condition of the organization to the Convention of Delegates.
  - F.** All funds and securities shall be deposited in the name of the California Federation of College Republicans in banks or other depositories approved by the Board of Managers.
  - G.** The treasurer shall preside over meetings of Finance and Fundraising Committee
  - H.** Two signers shall be in agreement before an expenditure is made.
- V. Regional Vice Chairs**
- A.** Shall be responsible for coordinating recruitment, affiliated organization relations, and other activities in their designated counties.
  - B.** Shall assist with chartering in their designated counties.
  - C.** Shall support and offer guidance to existing California Federation of College Republicans chapters in their designated counties.
  - D.** Shall have option to appoint a Deputy RVC and Membership Director for their region
    - 1.** Regions:
      - a)** Region 1 (Northern) shall include the following counties: Alpine, Amador, Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sutter, Tehama, Trinity, Yolo, and Yuba.
      - b)** Region 2 (Bay Area) shall include the following counties: Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, and Sonoma.
      - c)** Region 3 (Central Valley) shall include the following counties: Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Stanislaus, Tulare, and Tuolumne.
      - d)** Region 4 (Central Coast) shall include the following counties: Santa Barbara, San Benito, San Luis Obispo, and

Ventura.

- e) e) Region 5 (Los Angeles) shall include the following county: Los Angeles.
- f) f) Region 6 (Southern) shall include the following counties: Orange, Riverside, and San Bernardino.
- g) g) Region 7 (San Diego) shall include the following counties: Imperial and San Diego.

## **VI. Appointed Positions**

### **A. Executive Director**

1. Shall act for the Vice Chair in their absence
2. Shall act as the Chair in the absence of the Vice Chair and Chair
3. Shall assist the Chair in their duties,
4. Can choose to assume the office of Vice Chair if a vacancy shall arise.
5. Is the Chief Operating Officer of CFCR
6. Shall oversee the following committees and report to progress of each committee to the Board of Managers, and Convention of Delegates

#### **a) Oversees the following committees**

- (a)** Finance and Fundraising Committee
- (b)** Governing Document Review Committee
- (c)** Political and Legislative Committee
- (d)** Region Vice Chair Committee
- (i)** The Vice Chair shall be an ex-officio member of the aforementioned committees

7. Shall be a secondary signer on the back account
8. Can enter a contract with the executive committee's consent

### **B. Communications Director**

1. Shall preside over the Communications Committee
2. Shall prepare all press releases and statements on behalf of the organization in conjunction with the Chair.
3. Shall maintain all the Social Media accounts
4. Shall maintain and update the Website
5. Shall be the primary press contact if the Chair is not available.
6. Maintain Style guide

### **C. Campus Activism Director**

1. Shall prepare and distribute chapter boxes as needed.

2. Shall train colleges on tabling and provide tabling materials.
3. Shall act as a liaison between CFCR and a campus dealing with administration issues.

**D. Membership Director**

1. Shall preside over the Credentials and Recruitment Committee
2. Shall maintain an ongoing list of members and chapter in conjunction with the secretary
3. Shall assist RVCs in chartering prospective chapters

**E. Events Director**

1. Shall preside over the Events Committee
2. Shall Plan three events at a minimum:
  - a) Convention of Delegates;
  - b) Board of Managers Meeting;
  - c) Annual Winter Retreat.
3. Shall work with the treasurer to create a budget and fundraising goal for each event
4. Shall assist campus in their events

**F. Political Director**

1. Shall preside over the Political and Legislative Committee
2. Shall coordinate with Republican Campaigns during election cycles
3. Shall coordinate with Regional Vice Chairs in organizing deployments.
4. Shall track legislation as it relates to college students

**VII. Chartering and Credentialing**

- A. All CFCR members have a right to membership under the limitations and specifications of the CFCR constitution
- B. Credentials and Recruitment Committee shall award a charter to Student Organization that represents College Republicans and meeting the follow requirements
  1. At least 5 members that meet membership requirements
  2. Has obtained or working to obtain school recognition
  3. Submits copy of Organization's Governing Documents
  4. Agrees to follow Republican Party Platform
- C. Credentials and Recruitment Committee shall award Delegates to the Managers based on Club Memberships no less than 30 days before the convention
  1. The delegates shall be awarded to each chapter based on membership. 1 delegate for 1-20, 2 delegates 21-40, 3 delegates for

41-60, 4 delegates 61 - 80, and 5 delegates 81-100, and 6 delegates 100+

### **VIII. Convention of Delegates**

**A.** The Convention of Delegates shall be the ultimate legislative body, any action taken by the Convention of Delegates can only be reversed, revoked, reconsidered or overturned by Convention of Delegates

**1.** The only expectation is the Removal of Officers as prescribed in the governing docs.

**B.** The convention's location shall alternate between Northern and Southern California. 1-3 for north and 4-7 for south(I.e 2021 south 2022 north etc) **C.**

#### **Voting Membership:**

**1.** The executive board members each get a vote

**2.** A delegate shall not be allowed to represent more than one chapter. **3.** A delegate serving in an official capacity from the opening of the

convention to the close of convention may have his delegate status removed for actions contrary to the bylaws, policies, procedures of the organization, or local laws.

**4.** Each Chapter in good standing is entitled to be represented at the annual convention of delegates meeting by their Board of Manager and proportionate delegates based on membership;

**a)** The delegates shall be awarded to each chapter based on membership. 1 delegate for 1-20, 2 delegates 21-40, 3 delegates for 41-60, 4 delegates 61 - 80, and 5 delegates 81-100, and 6 delegates 101+

#### **D. Elections**

**1.** Nominations shall be conducted from floor

**a)** Any Delegate or Managers can nominate candidates for the elected positions

**(1)** Nominees shall have their membership verified by the secretary

**(2)** Only verified member shall be allow to run

**b)** Elections shall be conducted with a ballot vote

**(1)** Uncontested election shall be conducted by a voice vote

**c)** Directly following the election the new elected leadership shall be installed

**2.** Mandatory Officer Reports

- a) Financial report
  - b) State of the Organization
  - c) Any other Officer Report as request by the Chair
3. All Delegates and Managers members shall retain the following rights:
- a) To see approved public, legal documents, and action taken by the other governing bodies
4. Student Identification shall hereby be defined as any bona fide proof of studentship, which shall include, but not be limited to:
- a) Physical Student Identification Card;
  - b) Copy of Student Identification Card;
  - c) Active student portal or other relatively similar platform;
  - d) Copy of Student Transcript;
- (1) No other form of student identification may be requested and the student shall be able to choose which identification they use.
  - (2) Must be updated
5. All Conventions of Delegates shall have an open gallery
- a) The chair may restrict filming or recording

## **IX. Board of Managers**

**A.** The Board of Managers is a legislative authority.

**B.** Shall meet at least once a year.

### **C. Voting Membership:**

1. Each Chapter in good standing is entitled to designate one student from the Chapter, in whatever manner it wishes, to be its voting

representative hereinafter referred to as it's "Manager".

However it is recommended the member be the presiding officer of the chapter. 2. A Manager shall not be allowed to represent more than one chapter. 3. Mandatory Officer Reports

The following reports must be presented at least once year to the Board of Managers

- a) Financial report
- b) Vice Chair Report
- c) Executive Director Report
- d) Any other Officer Report as requested by the Chair or a majority of the Board of Managers

4. Shall take action on the Governing Document Reviewing Committee recommendations in odd number years.

5. Shall serve as a check and balance on the Executive

Committee. **X. Standing Committees:**

**A. Finance and Fundraising Committee**

1. Shall be composed of no more than five members from officially chartered chapters.

2. Shall work with the events committee to fundraise

3. Shall work with the treasurer to prepare all financial fillings

4. Shall create a annual budget presented at the Convention of Delegates

5. Shall prepare a financial statement for the board of manager at least once a year and as requested

6. Shall maintain a list of donors

7. Shall fundraise

**B. Governing Document Review Committee**

1. Shall meet in odd numbered years to prepare a report of recommendations for the Board of Manager to adopt

2. Shall solicit suggestions from all legislative bodies and chapters

3. Shall be composed of no more than five members from officially chartered chapters.

**C. Political and Legislative Committee**

1. Shall be composed of no more than five members from officially chartered chapters.

2. Shall work with the events committee to plan deployments

3. Shall track pertinent legislation

4. Shall provide training as requested on the legislative cycle and legislative advocacy.

**D. Region Vice Chair Committee**

1. Shall be composed of all Region Vice Chairs, Deputy Region Vice Chairs, and Region Membership Directors

2. Shall meet at least once a month.

**E. Events Committee**

1. Shall plan and coordinate all official CFCR events

2. Shall be composed of no more than ten members from officially chartered chapters.

3. Shall work with the various committees to accomplish task as assigned

4. Shall Plan three events at a minimum:
  - a) Convention of Delegates;
  - b) Board of Managers Meeting;
  - c) Annual Winter Retreat.
5. Shall Work with the treasurer to create a budget and fundraising goal for each event

#### **F. Communications Committee**

1. Shall prepare all press releases and statements on behalf of the organization in conjunction with the Chair.
2. Shall be composed of no more than six members from officially chartered chapters.
3. Shall maintain all the Social Media accounts
4. Shall maintain and update the Website
5. Maintain branding guidelines;

#### **G. Credentials and Recruitment Committee**

1. Be composed of five members
  - a) Members may not run for Elected Office
2. Be chaired by the Membership Director
3. Shall report to all the legislative bodies on a regular basis
4. Create chartering forms
5. Shall advise the legislative bodies on admissible chapters and not admissible chapter
6. Organize the following information annually:
  - (1) Chapter Membership containing Names, Emails, and addresses when required by CAGOP
  - (2) Proof of School Recognition
  - (3) Executive Board Positions
  - (4) Chapter Governing Documents
7. Oversee the registration process at the annual convention
8. Assign Delegates to each chapter based on the constitution.
9. Issue credentials to members upon receiving identification prior to General Session;
10. Shall prepare the credinatal report for the Delegate Convention

#### **H. Activism Committee**

1. Presided over by the Campus Activism Director
2. Shall be composed of no more than five members from officially chartered chapters.
3. Assists Campus Activism Director in preparing and distributing



chapter boxes as needed.

4. Organizes statewide and regional trainings while coordinating with colleges on attendance.

I. Temporary committees may be formed at the direction of the legislative bodies.

#### **XI. Filling vacancies**

- A. In the event of a mid-term vacancy of an elected officer, the Chair shall nominate a replacement with a majority vote from the voting members on the Executive Board.
- B. In the event of a vacancy of chair, Vice Chair shall immediately assume the office and the duties of the chair.
- C. In the event of a vacancy of Vice Chair, the Executive Director can choose to assume the office and the duties of the Vice Chair.
- D. In the event of a vacancy in an appointment position the Chair may appoint an individual to fulfil that position.

#### **XII. Removal from office**

- A. Any elected or appointed officer can be removed from office by any of the organization's legislative bodies via the procedures outlined in Robert's Rules of Order for any of the following offense:
  1. Using the name of the organization without the permissions outlined the Constitution or these Bylaws;
  2. Malfeasance
  3. Willfully violating the governing documents
  4. Dereliction of duties
  5. Violations of State or Federal Law

#### **PARLIAMENTARY AUTHORITY**

**XIII.** Section 1: CFCR shall abide by procedures found within legal documents by the following order:

- A. Federal, State, and Local Law
- B. Rules and Bylaws of College Republicans National Committee;
- C. Rules and Bylaws of California Republican Party;
- D. Constitution;
- E. Bylaws;
- F. Robert's Rules of Order, 12th edition